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13 February 1986
OCA: 86-0434

MEMORANDUM FOR: See Distribution

FROM: Executive Officer, Office of Congressional
Affairs

SUBJECT: Visual Memory Action List

1. Effective Tuesday, 18 February, when inputting an action into visual memory, you will notice a new line at the beginning of the entry with the word "Code." In order to have the capability of sorting actions by category, the appropriate number should be entered on this line according to the type of correspondence. The categories are:

- 1 - Member/Committee letters
- 2 - Staff letters
- 3 - Constituent letters
- 4 - Other

2. Sometimes, obviously, there will be overlaps. Just use your best judgment. If you have any questions, please call me.

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